



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PERSONNEL AIDE

Class No. 002320

■ CLASSIFICATION PURPOSE

Under immediate supervision to perform work of average difficulty assisting professional departmental personnel officers in carrying out their assigned duties in the areas of recruitment and selection, training, labor relations, position classification, wage and salary administration and validation; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Personnel Aide is distinguished from the class of Administrative Trainee in that the latter is the entry-level class for the professional Administrative Analyst series and receives assignments of increasingly greater responsibility. The Personnel Aide is a paraprofessional class not responsible for the design of new systems or procedures or the analysis of existing systems. An Aide is responsible for collecting data, and organizing it into a predefined form in preparation for analysis by professional staff, and performing tasks that are clearly defined and often repetitive in nature. A Personnel Aide is further distinguished from the payroll clerk positions in that the payroll clerks perform duties which are strictly clerical in nature and are primarily responsible for preparing forms, i.e. requisitions to fill vacancies, preparing personnel status change forms, accounting for leaves of absences, and communicating general payroll and personnel information.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Compiles, adds, subtracts, multiplies, divides and summarizes data.
2. Monitors and/or verifies the status of candidates, employees, examinations, promulgations and certifications.
3. Utilizes computer information systems and/or records to gather data.
4. Contacts other agencies as directed for information gathering.
5. Assists in presenting employment/recruitment programs.
6. Computes wage, salary, and benefits data.
7. Prepares charts and graphs.
8. Assists in responding to interjurisdictional requests for information.
9. Responds in writing and in person to routine correspondence and inquiries.
10. Participates in the orientation of new employees and the approval of training requests.
11. Verifies individuals' status for placement on transfer and re-employment lists.
12. Obtains information relative to advertising costs and deadlines.
13. Gathers and analyzes information and statistics on personnel utilization, training and department operations.
14. Assists in the preparation of information bulletins and/or procedural manuals.

Non-Essential Functions:

1. Arranges facilities for appraisal panels.

2. Distributes and receives appraisal panel expense claims.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- County of San Diego Civil Service Rules, in particular Rule II, III, IV, and X.
- County of San Diego Charter, in particular Article IX.
- County of San Diego Compensation Ordinance, in particular Chapters I, II, III, IV and VI.
- Department of Human Resources policies and procedures.
- County of San Diego Employee Human Resource Information System.
- County of San Diego governmental organization, processes and operations.
- Techniques in the collection and preliminary analysis of personnel-oriented data.

Skills and Abilities to:

- Effectively communicate in oral and written form in order to correctly understand and communicate comprehensive instructions, reports, and regulations pertaining to personnel functions and routine correspondence and inquiries.
- Locate and utilize resource materials accurately and efficiently.
- Logically organize and prioritize work coming from a variety of sources.
- Analyze and draw logical conclusions from data.
- Establish and maintain effective working relationships with County staff and the general public.
- Perform basic arithmetic and statistical calculations accurately.
- Accurately proofread and make appropriate changes.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Two (2) years journey level clerical experience in a personnel office, department personnel office, training, payroll or employee service office performing such duties as: compiling various payroll or personnel records requiring the identification and interpretation of organizational policies and rules; posting, checking, balancing and adjusting personnel records; making arithmetical calculations, checking various tables, accumulating records and compiling statements; processing leave slips, personnel action notices and mileage claims; and explaining personnel rules, policies and procedures to others; OR,

Completion of coursework (at least 24 units) in Public Administration, Human Resource Management, Industrial/Organizational Psychology, Personnel or Industrial Relations or a related field from an accredited college or university, OR,

An Associate of Arts degree or higher, from an accredited college or university Public Administration, Human Resource Management, Industrial/Organizational Psychology, Personnel or Industrial Relations or a related field.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

May be a member of ERP core team.

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

Operative Date: June 16, 1999

Reviewed: Spring 2003

Revised: November 25, 2003

Personnel Aide (Class No. 002320)

Union Code: CE

Variable Entry: Y